



DOT-MAINTENANCE SUPERINTENDENT I

Characteristics of Work

This is highly responsible, supervisory work in the construction and maintenance of highways in an assigned area of the state. Incumbents in this classification are responsible for assigning, supervising, and inspecting the work of highway maintenance crews in an assigned area of the state. This work includes maintenance of drainage areas and structures, paved roads, and graded roads under state supervision. Incumbents in this position may also supervise crews in the installation, maintenance, and upgrade of signs and signals within the state of Mississippi. The work is performed under the general supervision of a maintenance engineer or traffic engineer. Supervision is exercised over construction and maintenance workers employed by the Department of Transportation in a designated area.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Instructs subordinates in procedures and methods to be followed.

Makes frequent checks and inspections of all crews within an assigned area.

Supervises special work crews, such as asphalt crews, bridge crews, concrete crews, heavy equipment crews, sign crews, and signal crews.

Plans and supervises the maintenance of highways, bridges, signs, and signals in an assigned area.

Inspects the condition of roads, bridges, signs, and signals on state highway systems, locates defects, determines cause, and advises proper authority of action to be taken.

Estimates and initiates special maintenance projects for reseal work, patching of concrete roads, shoulder construction, replacement of damaged and faded signs, and the upgrade of damaged signs.

Checks equipment and materials on hand.

Estimates materials and equipment needed for repairs to roads, bridges, signs, and signals determines most practical delivery point, requisitions the material in sufficient time to have on hand when needed, and inspects material when received.

Spot checks maintenance equipment, servicing, and general upkeep of roads, bridges, signs, and signals.

Removes signs and debris from highway rights-of-way.

Interacts with private citizens and public officials to investigate any complaints regarding conditions of roads, bridges, signs, and signals and recommends most effective and economical action to be taken.

Keeps district office advised of the conditions of all roads, bridges, signs, and signals.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Instructs subordinates in procedures and methods to be used for accomplishing construction and maintenance goals.
2. Directs the maintenance activities of an area.
3. Interacts and communicates with people regarding conditions of roads, bridges, signs, and signals.

Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

General Public Sector Competencies

Integrity/Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and / or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

Self Management Skills: Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility

to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops & maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to insure understanding. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

Self-Development: Is knowledgeable about the task. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Technical Competencies

Math Skills: Performs math operations such as addition, subtraction, multiplication, division, elevations, percentages, and ratios.

Reporting and Record Keeping: Maintains daily reports. Accuracy is critical.

Knowledge of regulations related to maintenance activities: Applies the knowledge of regulations related to maintenance activities in day-to-day operations.

Computer Skills: Proficient with Windows, Internet, Intranet, Windows, and Excel.

Select materials: Selects materials to use in maintenance activities.

Placement of Materials: Determines placement of materials.

Operates GPS equipment: Operates GPS equipment effectively to perform one's job. **Formulates recommendations regarding District's Long Range Maintenance Plan:** Recommends seal routes, overlays, striping, etc.

Blueprints/schematics: Understands and works from construction plans and drawings.

Maintenance contracts: Administration of maintenance contracts

Equipment Inventory: Maintains inventory of equipment.

Encroachments and sketches: Inspects, maintains, removes, and documents encroachments and draws up appropriate sketches.

Maintains inventory of bulk materials: Determines need for bulk quantities of materials.

Management Competencies

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization. Exhibits the ability to work through challenges and create opportunities. Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks appropriate to ones level of responsibility. Acts as a settling influence in a crisis.

Macro-Oriented: Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Exercises good judgement, makes sound, well informed decisions. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Creates effective teams; shows a willingness to get work done through others; supports, motivates and is an advocate for staff. Monitors workloads and provides feedback. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others.

Results-Oriented: Identifies, analyzes, and solves problems. Plans effectively to achieve or exceed goals, sets and meets deadlines. Develops standards of performance and knows what and how to measure.

Resource Management: Demonstrates ability to plan, prioritize and organize. Acquires and effectively and efficiently administers and allocates human, financial, material and information resources.

Self-Management: Continuously evaluates and adapts, copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others, mentors.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Smell: Ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Six (6) years of experience in maintenance, construction or subprofessional engineering work which developed familiarity with the use and care of heavy equipment and engineering instruments, two (2) years of which must have been in a supervisory capacity.

Note:

Incumbents in this position are on call twenty- four (24) hours a day, seven (7) days a week.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and experience as stated above may be substituted on an equal basis with a maximum substitution of two (2) years.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.